HOW TO CREATE APPROPRIATE PDFs OF
SIGNED OPNAV DIRECTIVES FOR PUBLICATION

1. Upon signature, scan the signature page as an OCR'd PDF

2. Utilizing Adobe Pro, capture the ink signature as a JPEG

3. Open up the MS Word document in "Final Response" of the tasker that was cleared for signature by DNS-15 Directives

4. Date every page in DD Mmm YYYY format (with the exception of when the day is a single digit (1 through 9) – do <u>not</u> precede it with a zero ("0"); for example, needs to be "2 Feb 2019" and not "02 Feb 2019"

5. Insert the JPEG in the signature block, making any required adjustments

6. "File," "Print." Under "Printer," click on the down arrow and choose "Adobe PDF"

                                    OR

6. "File," "Save as Adobe PDF"

7. Save the PDF and ensure to name it with the correct identification, such as "OPNAVINST 5215.17A" and with the date of signature – "OPNAVINST 5215.17A 26 May 2016.pdf"

8. Upload the PDF into "Final Response" of the tasker and send the tasker to DNS-15 Directives for publication